



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: State Historic Preservation Office

Division: Missouri State Parks

Sub-Section:

**TITLE:** Certified Local Government Program Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Consists of Local Historic Preservation Commission resumes, copies of past ordinances, grant correspondence, and copies of annual reports dealing with local historical preservation projects. State Historic Preservation Office and the National Park Service certify various communities throughout Missouri. Maintenance of these records is necessary in support of continued management of historic resources. Maintained by agency in support of ongoing business.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22475

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Cultural Resource Management Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** Reports indicating the potential presence of significant historic sites, structures, etc. for the state of Missouri. Confidentiality concerns, as well as ongoing management needs, preclude the release of these documents to the Missouri State Archives.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22472

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Historic Preservation Fund Grant Records

**CUTOFF:** EOFY in which grant closes

**DESCRIPTION:** Federal Grant Project files including financial agreements, status reports, progress reports, payment records, documentation, and correspondence. These files contain grant funding records for Historic Preservation Fund projects.

**RETENTION:** Years: 25 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22462

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: State Historic Preservation Office

Division: Missouri State Parks

Sub-Section:

**TITLE:** Historic Preservation Fund Project Files

**CUTOFF:** EOFY in which project closes

**DESCRIPTION:** Project files include status reports, progress reports, documentation, and correspondence. These files are required for the documentation and continued management of historical structures, architecture, and site integrity. Maintained by agency in support of ongoing business.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22463

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Historic Preservation Revolving Fund Property Files

**CUTOFF:** Expiration of all Department of Natural Resources legal interest in property

**DESCRIPTION:** Records of property purchased with DNR Historic Preservation Revolving Fund grants. These records have permanent covenants that the DNR must track perpetually, even after the land is sold.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22464

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Historic Tax Credit Files

**CUTOFF:** EOFFY

**DESCRIPTION:** Files that pertain to the review and approval process with regard to Historic Preservation Federal and State Tax Credit Application/Projects for areas statewide. May be destroyed after conclusion of federal audit if completed before end of retention period.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22476

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: State Historic Preservation Office

Division: Missouri State Parks

Sub-Section:

**TITLE:** Historical Architectural Building Surveys and Historical Architectural Engineering Report Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Records associated with the documentation of Historic Sites that are destroyed due to development. Transferred directly to Missouri State Archives annually.

**RETENTION:** Years: 0 Months: 0 Days: 30

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 22468

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Maps of Historic Places

**CUTOFF:** EOSFY

**DESCRIPTION:** Large one-of-a-kind maps required for management of Historic Places. Permanent retention is required due to ongoing possibility of tax credits applications, as well as a need to check historical boundaries. Maintained by agency in support of ongoing business.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22467

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Missouri Advisory Council on Historic Preservation Files

**CUTOFF:** File closes when meeting minutes are prepared

**DESCRIPTION:** Information regarding past members, meeting notification, and copies of information relevant to past meetings.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22461

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: State Historic Preservation Office

Division: Missouri State Parks

Sub-Section:

**TITLE:** National Register Nomination Files for Historic Sites and Places--  
Archeological Sites

**CUTOFF:** EOFY in which nomination is completed

**DESCRIPTION:** Nomination files compile historical documentation, research, reports, photographs, and other materials to establish the historical significance of particular sites and places. These files are essential and unique. Due to the nature of archeological sites, these materials are highly confidential and must be maintained by the agency permanently for the continued management of the sites. Maintained by agency in support of ongoing business.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22466

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** National Register Nomination Files for Historic Sites and Places--Architecture

**CUTOFF:** EOFY in which nomination is completed

**DESCRIPTION:** Nomination files compile historical documentation, research, reports, photographs, and other materials to establish the historical significance of particular sites and places.

**RETENTION:** Years: 0 Months: 0 Days: 30

**NOTES:**

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 22465

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** National Register of Historic Places Eligibility Assessments

**CUTOFF:** EOY of last assessment

**DESCRIPTION:** Working documents encompassing information regarding historic sites (properties and structures) across Missouri. Records include, but are not limited to photos, historical information and review comments from State Historic Preservation Office staff regarding historical sites' eligibility for the National Register of Historic Places.

**RETENTION:** Years: 75 Months: 0 Days: 0

**NOTES:** Records may become supporting documentation for Series 22465 - National Register Nomination Files for Historic Sites and Places--Architecture.

**DISPOSITION ACTION:** Destroy

**SERIES:** 24009

**SERIES STATUS:** Pending SRC-Approval

**APPROVAL DATE:**



Agency Records Disposition Schedule

Department: Department of Natural Resources

Section: State Historic Preservation Office

Division: Missouri State Parks

Sub-Section:

**TITLE:** Programmatic Agreement Files

**CUTOFF:** WSO

**DESCRIPTION:** Copies of binding agreements between federal agencies regarding the documentation that will be completed prior to an adverse effect upon a site or structure determined eligible for listing in the National Register of Historic Places. Enforced by federal agencies. As agreements are updated, previous drafts are no longer needed by the Department of Natural Resources.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22474

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Section 106 Project Information Files

**CUTOFF:** Completion of permitted activity

**DESCRIPTION:** Contains information regarding the determination of adverse effect upon properties when federal funding, licensing, permitting or any other type of federal involvement occurs. Includes Memoranda of Agreement.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22471

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Shipwreck Files

**CUTOFF:** Expiration of permits

**DESCRIPTION:** Consist of application permits, past proposed legislation, and other materials relevant to the management of historic shipwreck sites. Files are permanently required for ongoing documentation of historic sites. This file is not very large, and must remain in the custody of the Department of Natural Resources for confidentiality reasons. Maintained by agency in support of ongoing business.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22470

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007



**Agency Records Disposition Schedule**

Department: Department of Natural Resources

Section: State Historic Preservation Office

Division: Missouri State Parks

Sub-Section:

**TITLE:** Statewide Preservation Plan Records

**CUTOFF:** EOSFY

**DESCRIPTION:** These records contain correspondence, draft plans, and other records related to the development of Statewide Preservation Plans. Maintained by agency in support of ongoing business.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Permanent

**SERIES:** 22473

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007

**TITLE:** Unmarked Human Burial Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Required under Native American Graves Protection and Repatriation Act. Includes project files associated with the incidental discovery of a human burial and correspondence files between DNR and tribes or other stake holders.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22469

**SERIES STATUS:** Approved

**APPROVAL DATE:**

8/2/2007